



Title: Transcripts	Policy No.: ADM 1.63	Date: 6/13/08 Rev.: 11/22/10
Areas Affected: All BSMCON Faculty & Students		Page 1 of 2

POLICY STATEMENT:

A transcript is a permanent record of a student’s course of study and is retained by the College.

PURPOSE

The College will maintain an accurate record of a student’s academic history of nursing and non-nursing classes that are part of the College of Nursing curriculum.

PROCEDURE

To be official, a transcript must have the impression of the College seal and be signed. Upon written request by the student or alumni, official transcripts are sent to other educational institutions or agencies.

Upon graduation or official withdrawal from the program, an unofficial copy of the student’s College of Nursing transcript is sent to the student (graduate). The official transcript is retained in the student’s record. Upon written request, a student or graduate may obtain additional copies or have a copy sent to another institution.

Transcripts are not issued when a student withdraws unofficially or when a student or graduate has a default in financial obligations to the College or Bon Secours Richmond Health System.

At the end of each semester during which a JSRCC course(s) is taken, the student is required to have an official JSRCC transcript sent to the College of Nursing. To be eligible for graduation, a student must have a complete and current official JSRCC transcript sent to the College of Nursing prior to the date of graduation. If the student completes all required non-nursing courses earlier than scheduled, and if the College of Nursing receives an official transcript of these courses, a second official college transcript will not be required at the time of graduation. Note: The Family Privacy Act of 1974 insures confidentiality of student records and grades. Grades are sent to parents or guardians only upon written consent by the student.

- Please note: If a student enrolls in non-nursing classes at a regionally accredited college other than JSRCC, the student is expected to follow the same procedure to submit an official transcript from that college to the College of Nursing.

Reference Policy # _____

Approved by:		
_____	<u>Assistant Dean of Student Services</u>	_____
_____	<u>Provost/VP</u>	_____
Signature	Title	Date
Approval History:		
Committees and Dates:		
Director of Registration & Enrollment – 8/08		
Policy Committee -		
Key words: Transcripts		

Students who enroll in general education classes that are part of the College of Nursing curriculum are required to request that an official transcript be mailed to Registrar, BSMCON, 8550 Magellan Parkway, Richmond, VA 23227. These official grades are due to the Registrar by the start date of each semester for the academic year. Failure to provide official transcripts to the College of Nursing Registrar may result in the student being withdrawn from College of Nursing classes.